

<b>Title:</b>  <b>DIVISION NEW EMPLOYEE ORIENTATION AND IN-PROCESSING</b>	<b>Number:</b>  <b>D65-01-06</b>	<b>Revision No.:</b>  <b>OD</b>	<b>Effective Date:</b> <b>31 JAN 97</b>
	<b>Prepared By:</b> <b>Thomas J. Underwood</b>	<b>Approved By:</b> <b>Thomas S. Dodson</b>	<b>Page:</b> <b>1 OF 2</b>

31 January 1997

STANDARD OPERATING PROCEDURE D65-01-06

From: D65  
To: D65 Division

Subj: DIVISION NEW EMPLOYEE ORIENTATION AND IN-PROCESSING

Encl: (1) DIVISION NEW EMPLOYEE IN-PROCESSING FORM

1. Purpose. To establish a process for new employee orientation and in-processing.
2. Scope and Application. This procedure applies to the in-processing of all employees new to the Division. New employees coming from outside the Division will require additional processing.
3. Policy. All employees newly assigned to the Division will be in-processed. Branch Heads and supervisors will assign one of their people as a sponsor to the new employee. The sponsor will ensure the new employee's in-processing is completed within their first week of assignment. The following paragraphs and enclosure specify those in-processing actions that are required for new employees.
4. Procedure. The following procedures will be followed while in-processing employees new to the Division.
  - a. In-Processing for New Employees - New employees in-processing will include, as a minimum, items III through VIII on the In-Processing Form. Employees that are new to the Command will be in-processed both through the Civilian Personnel Office (CPO) and through the Division. The new employee's sponsor will verify that CPO in-processing has been completed. Sponsors will assist new employees, as required, with any open CPO in-processing actions. Specific in-processing actions are shown on the DIVISION NEW EMPLOYEE IN-PROCESSING FORM (Enclosure (1)). Branch Heads and supervisors will certify that all in-processing actions are completed by signing the In-Processing Form. Completed In-Processing Forms will be kept in each employee's Personnel Folder maintained in the Division Staff office. (NOTE - those actions required for employees new to the Command are identified by "#" on the in-processing form).

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b. “Welcome Aboard” Package - All new employees will receive a “Welcome Aboard” Package. This package, which can be obtained from the Division Staff office, will include the following materials:

- (1) Division Brochure
- (2) Emergency Data Form
- (3) Labor Sheet
- (4) Division Notices on:
  - (a) Timekeeping
  - (b) Smoking Policy
  - (c) Cleaning of Parts in Cleaning Rooms
  - (d) Correspondence
  - (e) Leave Policy
- (5) Division Organizational Chart
- (6) Division Phone List
- (7) Request For Travel Orders Form

Branch Heads and sponsors will review the Package contents with the new employee.

THOMAS S. DODSON

## **DIVISION NEW EMPLOYEE IN-PROCESSING FORM**

**SPONSOR'S INITIALS &  
DATE**

**ACTION**

- I. \_\_\_\_\_ VERIFY ALL CPO IN-PROCESSING HAS BEEN COMPLETED (#).
- II. \_\_\_\_\_ TOUR OF NRAD FACILITIES IN PT LOMA AND OLD TOWN CAMPUS  
(COMMAND SECTION, FINANCE, CONTRACTS, DEPARTMENT OFFICE, SMALL  
BUSINESS OFFICE) (#).
- III. \_\_\_\_\_ DIVISION OVERVIEW WITH DIVISION HEAD
- IV. \_\_\_\_\_ BRANCH OR SECTION ORIENTATION WITH BRANCH HEAD OR  
SUPERVISOR & SPONSOR
- V. \_\_\_\_\_ PERFORMANCE OBJECTIVES REVIEW WITH BRANCH HEAD OR  
SUPERVISOR
- VI. \_\_\_\_\_ TOUR DIVISION FACILITIES/MEET BRANCH HEADS AND KEY STAFF  
(TAYLOR STREET AND 32D STREET, IF POSSIBLE)
- VII. \_\_\_\_\_ RECEIVE/REVIEW "WELCOME ABOARD" PACKAGE WITH SPONSOR
- VIII. \_\_\_\_\_ DETERMINE OFFICE/CUBICLE LOCATION/PROVIDE COMPUTER WORK  
STATION, IF APPLICABLE, AND OTHER EQUIPMENT/ACCESSORIES

(NOTE - those actions required for employees new to the Command are identified by "#" on the in-processing form).

\_\_\_\_\_  
New Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Branch Head/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Head Signature

\_\_\_\_\_  
Date

**Enclosure (1)**